

# SCSC Document Style Guide

**Contributors to the Shuttle Case Study Collection must adhere to this style guide.**

## **Document File Types**

All case study materials should be submitted as Microsoft Word documents for easy conversion to PDF. Supplemental materials, such as photographs and drawings, should be included in the body of the Word documents, but may also be submitted as JPEG files.

## **Title**

**Document Title:** Title should be added to first page of document. Initial letters of major words should be capitalized in 14-pt Times New Roman.

**Case Title:** An abbreviated case title should be in the upper left corner of the header beginning on page two. It should be in 9-pt Times New Roman font.

**General Font:** All documents should use a justified 11-pt, Times New Roman for general text

## **Author Information**

Author names and affiliations should be included within the footer of the first page. The author's name and professional affiliation should be listed in left justified, 9-pt Times New Roman font.

## **Page Margins**

One inch margins should be used on all sides and on all pages.

## **Page Numbering**

Beginning on page 2, page numbers should be included within the footer of all documents using centered, 9-pt Times New Roman font.

## **Headings**

- Include *NASA Case Study*, *NASA Case Study Epilogue*, or *Teaching Notes for NASA Case Study* just below the front page header.
- There should be a blank 12-pt line after every heading in the text.
- First-level headings should have an 18-pt blank line before the heading.
- First-level headings should be bold, left justified, 12-pt Times New Roman font.
- Second-level headings should be italicized, left justified, 12-pt Times New Roman font.

## Bibliography

The bibliography should be formatted using the Chicago Manual of Style (16<sup>th</sup> Edition). The complete bibliography should be organized using a bracketed number list. Unless a full page or more, the bibliography should be typed in a black-bordered text box placed immediately following the final paragraph of the document. It is not necessary to place the bibliography on a separate page.

Ex:

### References

- [1] Associated Press. "NASA deals with Space Jam," Toledo Blade, November 30, 1996. Accessed June 25, 2012. <http://news.google.com/newspapers?nid=1350&dat=19961130&id=CmRPAAAIAIBAJ&sjid=cQMEAAIAIBAJ&pg=3582,10037126>.
- [2] Jones, Thomas. "Above & Beyond: No Way Out." Air & Space magazine July 2002. Accessed June 25, 2012. 1-3. <http://www.airspacemag.com/space-exploration/no-way-out.html?c=y&page=1>.
- [3] NASA. "NSTS 1988 News Reference Manual: Airlock Support." Accessed June 13, 2012. <http://science.ksc.nasa.gov/shuttle/technology/sts-newsref/sts-eclss-airlock.html>
- [4] NASA, "STS-80 Day 12 Highlights," Accessed June 14, 2012. <http://science.ksc.nasa.gov/shuttle/missions/sts-80/sts-80-day-12-highlights.html>
- [5] NASA, "STS-80 Space Shuttle Mission Report." Texas: Lyndon B. Johnson Space Center, 1997, 5-6. Accessed June 11, 2012, [http://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/19970011045\\_1997015729.pdf](http://ntrs.nasa.gov/archive/nasa/casi.ntrs.nasa.gov/19970011045_1997015729.pdf)
- [6] NASA, "Lessons Learned Entry: 4417." Accessed June 13, 2012. [https://nen.nasa.gov/web/ll/home/llis-doc-viewer?url=https://nen.nasa.gov/llis\\_content/imported\\_content/lesson\\_4417.html](https://nen.nasa.gov/web/ll/home/llis-doc-viewer?url=https://nen.nasa.gov/llis_content/imported_content/lesson_4417.html).

## In-Text Citations

In-text citations should be done using bracketed numbers which refer to the number of the source listed within the bibliography. Page numbers, separated by a comma, should also be included within these brackets to indicate the page on which the information may be found within the document. *Ex: The shuttle stack consists of the orbiter, external tank, and solid rocket boosters [1].*

## Footnotes

Footnotes should be used to provide additional information pertaining to a given phrase, sentence, or other language where further explanation is needed to enhance understanding and/or clarify context.

Footnotes should be referenced within the text using superscripts. If possible, do not interrupt a sentence in the middle with a footnote superscript. Place the superscript number at the end of the sentence, after the final punctuation mark. Footnotes should be formatted using the options listed in your word processor. If an option is not available, format footnotes based on the Chicago Manual of Style (16<sup>th</sup> Edition).

## **Appendix**

Any necessary material that cannot be included within the body of case study documents should be included within the appendix. Start the appendix on a separate page immediately following the bibliography.

## **Figures**

Figures such as graphs or pictures should be numbered and placed in an individual text box. The text box should be unfilled and without borders, and incorporated within the document at an appropriate location. Captions for figures should be typed in 9-pt *italicized* font and include source information. There should be a 12-pt blank line between the end of the caption and the end of the text box.

## **Security Settings**

Please do not use any form of security settings on your electronic files as they may require minor modification to meet NASA publishing standards.

## **Additional formatting**

For additional questions regarding formatting procedures, please refer to the Chicago Manual of Style (16<sup>th</sup> Edition).